

**Arts and Science Faculty Council
Minutes of the Meeting held on February 13th, 1998**

- Present:** M. Singer, Chair; B. Harris, Secretary; P. Acheson; M. Allor; J. Appleby; P. Bird; J. Bottenburg; M. Bourbeau; V. Bowker; W. Byers; J. Capobianco; M. Clarke; C. Cupples; A.B. Doyle; C. Draimin; J. Fiset; M. Frank; D. Frost; R. Hale; J. Hillel; D. Howes; R. Kilgour; W. Knitter; F. Krantz; L. Lequin; D. Murphy; M. Oppenheim; C. Potworowski; M. Pruska-Carroll; E. Raudsepp; R. Roy; D. Salée; R. Schmid; F. Shaver; D. Sheps; H. Shulman; W. Sims; R. Sonin; M. Taylor; A. Teffeteller; P. Thornton; M. Vipond; M. West.
- Regrets:** C. Maillé; R. Swedburg; J. Grad.
- Absent:** N. Balmer; M. Bello; C. Cogger; M. Dodwell; E. Evdemon; M. Irons; G. Kaznakian; C. Kouri; N. McLean; M. Mohammed; V. Serruya.
- Guests:** B. Black; D. Brind'Amour; J. Jans; A. McAusland; M. Stelcner.

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**Documents considered or distributed at the meeting:**

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| <b>ASFC 97-7M-D</b> | A Space Plan for Concordia University                                 |
| <b>ASFC 98-1M-A</b> | Revision of the Re-evaluation Procedures                              |
| <b>ASFC 98-1M-B</b> | Undergraduate Curriculum Proposals for 1999-2000: Part 1; Report #89U |
| <b>ASFC 98-1M-C</b> | Institute for Social, Cultural and Environmental Studies              |

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1. Call to Order

Dean Singer called the meeting to order at 2:07 p.m.

2. Approval of Agenda

Dean Singer asked Council to add an item to the Agenda as No. 9 – Elections/Ratification

- 98-1M-1** **It was moved and seconded (Allor/Taylor) that Arts and Science Faculty Council approve the agenda as amended.**

3. Approval of Minutes for the meeting of November 21st, 1997

- 98-1M-2** **It was moved and seconded (Frost/Howes) that Arts and Science Faculty Council approve the minutes of the meeting held November 21st, 1997, as circulated.**

4. Matters Arising from the Minutes

Dean Singer responded to Professor Shulman's question regarding the privatization of Concordia's bookstore. Professor Shulman had noted that McGill had decided to privatize their bookstores and wondered if Concordia were planning to do so as well. The Dean reported that he had spoken with Vice-Rector Charles Emond who said that his office had been approached by an outside company with an offer to "run" our bookstore. However, his office felt that the current level of profit from the bookstore to be quite satisfactory. If Concordia were to privatize the bookstore, either the profits would be reduced or prices to students would be raised. Mr. Emond said that he would be happy to speak to Council regarding this issue, if requested.

Professor Shulman said that he did not have a preference of one option or another but that he wished to know why a decision was made regarding the bookstore without discussing the issue with the community. McGill had an informed discussion before the decision was taken. Dean Singer said that he would speak with Mr. Emond and ask Mr. Emond to contact Professor Shulman directly.

Dean Singer responded to Professor Teffeteller's question regarding a motion she had made some time ago - to review the composition, mandate and procedures of all Faculty Council sub-committees. This motion was made at the ASFC meeting of May 27, 1996 (ASFC 96-5M-25):

"Be it resolved that: A Task Force be established chaired by the Vice-Dean Administrative Affairs to review the composition, mandate and procedures of all Faculty Council sub-committees, particularly the Student Request Committee, the Honours Committee and the Curriculum Committee, with a view to increasing the efficiency of various processes within the Faculty and returning primary responsibility in matters concerning students and curriculum to its proper place in the Departments. The members of the Task Force will be appointed by the Steering Committee of Council and the Committee will be asked to submit its report to Council by the October meeting.

The Dean noted that the motion had been approved, in principle only. The Dean said the motion had not been acted upon and asked if Council now wished to pursue this.

Professor Teffeteller asked that the Vice-Deans discuss the motion and bring the results of that discussion to Council. The Dean responded that, in addition, he would bring the motion to Steering Committee and ask them to decide how best to deal with it.

The Dean responded to Professor Sheps question regarding a motion that had gone forward from ASFC to Senate - a motion to abolish the School of Graduate Studies. The Dean has investigated the matter and it appeared that the motion was forwarded to the Steering Committee of Senate but had not been debated at Senate.

Professor Sheps asked how a motion from the Faculty Council of the largest faculty in the University would not be discussed at Senate. Dr. Hale asked that the exact wording of Professor Sheps' motion be brought to the next meeting of Council.

Dean Singer informed Council that the Vice-Deans would look at the "Goals and Objectives" from the document "Arts and Science in the 21st Century" and this would come to Council for a discussion later in the year.

Dean Singer informed Council that Dr. David Bercusson had accepted our invitation for an Honorary Degree and would be at the Arts and Science Convocation in June.

5. Remarks from the Chair

Dean Singer informed Council that the full-time faculty hiring exercise (20 positions) was underway and that he was meeting with all short-listed candidates. He hoped that all hiring would be completed by the end of March.

Dean Singer explained that the five-year space planning underway in the Faculty and the University was quite an undertaking. He said that a final report would be sent to departments by the end of the month. This plan would be a complete and extensive plan of current and future space requirements, including office, laboratory and teaching space.

A provisional budget was tabled at the February meeting of Senate. Financial Services had projected a deficit budget for the Faculty but the Dean expected the Faculty of Arts and Science to have a balanced budget for 1997/98. The Provost and Vice-Rector, Research had informed Senate that three million dollars would be required by Arts and Science for faculty rebuilding and that he expected those funds to be made available.

Dean Singer noted that registration in the Faculty was up for 1997/98. He expected to have a complete figure shortly but preliminary figures were showing an increase of more than 1,000 seats, or more than 300 FTEs. The dean expects a positive adjustment to our budget in recognition of this increase. He noted that this was due to the diligence of our departments in this area.

The Dean informed Council that he had met with the College Principals and would be making a revision and update to the academic plan "The Faculty of Arts and Science in the 21st Century".

The Faculty currently had 12 chair search committees underway and the Dean hoped the process would be completed quickly.

The Dean reported on recent staffing hires in the Dean's Office:

- Diane Boulé, Assistant to Dennis Murphy, Vice-Dean, External Relations started February 5th
- Serge Bergeron, Budget Manager will start February 23rd
- Javier Lee, Administrative Affairs Manager, to work in Vice-Dean Bill Knitter's area will start on Monday, March 2

Dr. Roy, Vice-Dean, Academic informed Council that the Faculty of Arts and Science had recommended suspension of admissions to 18 undergraduate programs and 2 graduate programs. He noted that the Faculty still has over 200 programs at the undergraduate and graduate levels and that all of these programs had very low registration numbers ranging from zero to twelve.

The Dean announced that he had received a document from Dr. Fran Shaver, Vice-Dean Student Affairs, regarding late grade sheets for the Fall term. As of January 26th there were still 2269 grades outstanding for 73 courses. The Ice Storm notwithstanding, he felt this was unacceptable to our students and he would expect grade sheets to be submitted in a timely fashion in May. He had asked both Dr. Shaver and Dr. Knitter, Vice-Dean, Administrative Affairs, to assist him in ensuring that this did not happen again.

Dean Singer informed Council that the Administration and CUPFA had come to an agreement regarding the CUPFA Collective Agreement. He also noted that the Deans had not been consulted in this exercise except for the issue of class size. The Dean had now read the Collective Agreement and met with the Vice-Rector and the other Deans. Though the agreement had flaws, it also had strengths. Vice-Rector Marcel Danis intended to set up an interpretation team to assist departments in implementing the new agreement and the Dean had asked Vice-Dean Knitter to participate.

Questions and Announcements

Dean Singer announced that forms for the following Convocation Awards were available in his office and urged Council members to consider making a nomination.

- Nomination forms for Honorary Degree Recipients for the November 1998 and June 1999 Convocation ceremonies;
- **The Concordia Medal** which is presented by the Concordia University Alumni Association to an undergraduate graduating student and has displayed distinctive leadership ability through both academic and non-academic achievements and has won the outstanding commendation of his/her fellows and of the Faculty;
- **The Malone Medal** which is presented in honour of Rev. Patrick G. Malone, s.j., and awarded to the undergraduate graduating student whose efforts and dedication best exemplify the values of the University within the internal Concordia community;
- **The O'Brien Medal** is presented in honour of Dr. J.W. O'Brien and awarded to an undergraduate graduating student whose efforts and dedication best exemplify the values of the University within the larger external community;
- **The Stanley G. French Medal** is presented in honour of Dr. Stanley G. French and awarded to a graduating student in a graduate program with high academic standing for outstanding contributions to student life;
- **The First Graduating Class Award** is presented on behalf of the first graduating class of the Faculty of Arts, Science and Commerce of Sir George Williams College, known as the Guinea Pig Club, for the most innovative contribution either academic or extracurricular to University life.

Vice-Dean, External Relations, Dennis Murphy reminded Council members about the upcoming Information Day to be held in the Atrium of the McConnell building on Thursday, February 19th from noon until 9:00 p.m. There would be both radio and newspaper advertising leading up to the event. He was very pleased with the level of participation and hope this information day would be a success.

6. Reports from other University Bodies

Senate - John Capobianco reported that the Rector had announced that \$50,000 had been allocated from the Capital Campaign for students who were need as a result of the ice storm either through the food voucher program, loans and/or bursaries. Dr. Lightstone had informed Senate that the university would be drawing up a University Research Plan in conjunction with its submission for CFI funding.

Senate Computer Resources Committee – Peter Bird reported that this committee had discovered a lack of reporting between Faculties and the committee. He would report to this committee in May on all computer activities underway in the Faculty of Arts and Science. He asked that departments forward this information to him so that he could compile a report.

Board of Governors – Bill Byers reported that Me. Gaudet, Secretary-General, was retiring from the university and this position would be merged with Marcel Danis' position of Vice-Rector, Institutional Relations. The sabbatical leaves for 1998/99 had been approved. The University has been buying space downtown and the draft report of the Loyola Task Force had been tabled. Mrs. Vineberg raised an interesting point - whether the purchase of property at the downtown campus did not jeopardize the future of the Loyola campus. Marcel Danis reported that the CSN-affiliated unions at the University and CUPFA had launched a lawsuit against Concordia University and its management of the pension plan.

Arts and Science Federation of Associations – Maxine West informed Council that ASFA is the academic student association and CSU is the administrative association. The proposed Student Bill of Rights was a joint student proposal and asked that comments be sent to the CSU. ASFA would be moving into new offices at Loyola the next week. She noted that the students had requested that mid-term exams not be scheduled during the ice-storm make-up class days. The Concordia Council for Student Life was accepting nominations for students who have made a positive change at the University during their studies.

Concordia University's CFI committee – Bob Roy reported that he was the Faculty's representative on the Steering Committee. CFI has a substantial amount of money available for infrastructure for research facilities at Canadian universities and would provide up to 40% of project funding. Our Capital Campaign has a number of projects which have proved to be a nice fit with the proposed funding guidelines.

Loyola Task Force committee – Enn Raudsepp reported that a draft report had been submitted to the Board of Governors. He expected that a final report would be completely within two weeks.

7. Revision of the Re-evaluation Procedures – ASFC 98-1M-A

Dean Singer asked Council to approve of speaking privileges for Dr. Jim Jans, Associate Dean of the School of Graduate Studies. There were no objections.

Dr. Jans explained the revision of the re-evaluation procedures to Council and asked for comments, revisions and suggestions. A number of comments and changes were suggested and Dr. Jans made note of these to bring back to his committee.

Dean Singer asked that Dr. Shaver coordinate the Arts and Science response to this document and to report back to Council should she feel it necessary.

8. Elections/Ratification

Arts and Science Student Request Committee

Michelle Lisa Andrus, English

Ratified.

9. Undergraduate Curriculum Proposals for 1999-2000: Part 1; Report #89U – ASFC 98-1M-B

Dr. Roy introduced the document to Council. Dr. Roy requested speaking privileges for Dr. Judy Kornblatt, Associate Chair and Chair of the Curriculum Committee for the Department of Chemistry and Biochemistry. There were no objections.

98-1M-3 It was moved and seconded (Roy/Oppenheim) that the undergraduate curriculum proposals for 1999/2000: Part 1: Report #89U (ASFC 98-1M-B) be approved, subject to available resources.
Carried unanimously.

10. A Space Plan For Concordia University - ASFC 97-7M-D

98-1M-4 It was moved and seconded (Bird/Taylor) that Arts and Science Faculty Council approved the document entitled "A Space Plan for Concordia University (ASFC 97-7M-D) as circulated.
Carried: 30 in favour; 2 abstentions.

11. Institute for Social, Cultural and Environmental Studies – ASFC 97-1M-C

98-1M-5 It was moved and seconded (Oppenheim/Murphy) that Arts and Science Faculty Council approve the proposal for an Institute for Social, Cultural and Environmental Studies.
Carried unanimously.

12. Other Business

Dean Singer suggested that Faculty Council meet on Friday morning during the 1998/99 academic year rather than in the afternoon. He asked that comments be sent to Steering Committee regarding this change of time.

13. Notices of Motion

There were none.

14. Next Meeting – Friday, March 20th, 1998 at 2:00 p.m.

Dean Singer noted that the next meeting of Council would be held on Friday, March 20th at 2:00 p.m. and that Steering Committee would meet on Wednesday, March 11th at 9:00 a.m.

15. Adjournment

98-1M-6 It was moved and seconded (Bird/Oppenheim) that the meeting be adjourned at 4:37 p.m.